



**Licking County
Building Code Department**

740.349.6671 Fax - 740.349.6672 675 Price Road Newark, OH 43055

Effective May 4, 2020

Thank you for your patience while all of us work through this challenging situation. We are please to announce that our lobby area is now open to general public foot traffic.

As part of the reopening of the lobby area, customers must be aware of the following:

- Our lobby area is limited to three customers at a time. There are three individually-designated areas for customers to wait while being served by our staff. Each area is identified by a number, and staff will direct each customer to the specific area for their transaction.
- The hallway outside our lobby, along with the stairway leading to our level of the building, is open for customers to wait in should the lobby area be full.
- The six-foot social distancing requirements remains in place for all customers and staff. Where a six-foot separation between customers and staff cannot be maintained, physical barriers will be used for protection between both parties. Staff is also required to wear a mask for all of these interactions. Please do not be insulted if the staff member puts on a mask to wait on you...it is required of them to do so as part of the allowance for reopening our lobby.
- We encourage customers to continue to leave their submittals in the drop box located in the stairway in order to help limit direct interactions between customers and staff, as well as to help keep the lobby area clear for those who are picking up/paying for permits.
- We also invite our customers to utilize the table located in the stairway to prepare their construction documents and complete any paperwork prior to entering our lobby. This area, along with all areas used by our customers, will be frequently cleaned throughout each day.
- When the visit is for picking up or paying for a permit, customers are encouraged to call into our office before arriving at our building. Staff can then pull all necessary paperwork and have it waiting on the counter for you when you walk in. This will help minimize the amount of time the customer is the building, providing greater protection for all customers and staff.
- Please call our office in advance of visiting to see if the purpose of your visit can be handled by phone, fax, or email.
- Lastly, our office reserves the right to request a customer to vacate our lobby if that customer is refusing to adhere to the social distancing requirements or is exhibiting any unhealthy behaviors or symptoms that is putting our staff or other customers at risk. While each person has the right to their own opinion regarding the situation, we ask that each person respect the rules put in place by local, state, and federal agencies.

Should you have any questions, please do not hesitate to contact our office.

Thank you

Troy Warnock

Building Code Administrator